

Development Manager

Urbanity Dance is currently seeking a full-time Development Manager. Reporting to the Marketing Director and working closely with the Founder/Director and a Development Consultant, the Development Manager will oversee, manage, and implement all development activities for the organization, including individual giving, foundation and government grants, corporate sponsorships, special events, and more. The ideal candidate is a proactive, creative, and solution-oriented strategist.. They are someone who takes initiative to accomplish goals thoughtfully, with attention to detail, while efficiently and effectively using time and resources. This development professional is committed to centering diversity, equity, inclusion, access, and justice in their work. They are an experienced relationship builder and excellent listener, who believes that fostering community is a crucial element of overall success.

Responsibilities

Development

Create, oversee, and implement the development plan at Urbanity Dance by managing the following:

Individual Giving

- Work with Founder and Board Members to identify, cultivate, solicit, and steward supporters/donors as appropriate.
- Develop and execute an ongoing strategy for qualifying and cultivating donor prospects.
- Personally solicit donors, including preparation of personalized cultivation and solicitation materials when needed.
- Maintain organizational donor records through Salesforce database.
- Schedule and lead development-related staff meetings, as required.

Institutional Giving

- Collaborate with the Grant Writer to research and identify compatible sources of private foundation and institutional grant opportunities.
- Shepherd proposals from the prospect to application process.
- Ensure fulfillment of grant requirements.
- With Grant Writer, draft and submit grant reporting requirements.
- Establish and maintain relationships with institutional funders.

Board Management

- Support Board of Directors' individual giving and steward their connections.
- Along with Board's Development Chair, manage the Development Committee, including scheduling meetings, preparing and distributing materials, attending meetings, and assisting with meeting follow up.

Volunteers

- Strategize plan for participation of volunteers.
- Engage, recruit, and involve members of volunteer-led Urbani-Fam caregiver circle to support expansion of existing volunteer base.

Marketing

- Contribute content for direct mail and electronic media that is appropriate for the marketing of fund development programs, from conception to production.
- Provide substantive development program content to Director of Marketing for website, online giving, acknowledgements, and donor relations efforts.

Special Events

- Conceptualize and execute the annual fundraising gala, as well as other special events geared toward cultivation and engagement of individual and institutional donors.

Required Qualifications

- Bachelor's degree in a related field, or equivalent experience
- At least two years' of relevant experience, preferably in a non-profit environment
- Demonstrated fundraising experience and success
- Proficiency with MS Office/Google Apps
- Excellent people skills
- Strong written and verbal communication skills
- Aptitude for prioritizing tasks to meet programmatic and organizational goals
- Ability to engage in dialogue with internal team members to ensure work is balanced and adequate support is available to complete tasks
- Passionate about Urbanity's mission
- Committed to Urbanity's vision for diversity, equity, and inclusion in the workplace and community
- Appreciation for/interest in dance and the arts

Schedule & Accessibility

This is a full-time position with a flexible working schedule within a "regular" 40-hour work week. It is a hybrid position with an expectation of 1-2 days/week working in Urbanity's office (725 Harrison Ave); the candidate must also be able to readily commute into Boston, as needed, for in-person staff and donor meetings. Please note that the primary office space for this role when working in-person is at Urbanity Central, but Urbanity has three studios in the South End, one of which is only accessible via stairs.

Collaborating with team members is typically a mix of in-person meetings, real-time video calls, and asynchronous Slack/email communications. When working from the office, Urbanity desires to work with the candidate to accommodate any requests to the best of organizational ability. Please note that our office spaces are adjacent to our studio spaces and waiting room areas, so there is a fair amount of noise (class



music, people talking) and distraction (people coming and going, people asking questions) when working in the office while programming is happening.

Salary: \$50,000

Benefits

- Option for employer-subsidized health, dental, and vision insurance:
 - Medical: Urbanity contributes \$250.00/month; employee contributions start at \$453.55/month*
 - Dental: Urbanity contributes \$40.11/ month; employee contributions start at \$13.37/month*
 - Vision: Urbanity contributes \$6.37/month; employee contributions start at \$2.12/month*
- *employee contributions vary based on plan selected
- 10 paid vacation days, 5 paid sick days, and 3 paid personal days per year
- 19 paid holidays, including the week between Christmas and New Year's Day
- Paid summer Fridays (every other Friday off between Memorial Day and Labor Day)
- 8 weeks paid parental leave, after one year of employment
- Professional development opportunities
- Free access to all Urbanity Dance programs, including events, classes, camps, intensives, seminars and workshops
- Private studio rental at a discounted rate of \$5 per hour
- 2 complimentary tickets to each Urbanity Company/Underground performance during the year

How to Apply

Please email a cover letter and resume to Betsi Graves, Director, at careers@urbanitydance.org with "Development Manager" in the subject line by January 15, 2023 for priority consideration. Applications will be reviewed on a rolling basis as they are received and will continue to be accepted until the position is filled. The ideal candidate would begin in February, 2023.

Please note that contact information for up to 2 references will be requested during the hiring process, and employment is contingent on results of criminal record information (CORI) and sex offender registry (SORI) background checks. Urbanity is a CORI-friendly employer.

Urbanity Dance is an Equal Opportunity Employer and is committed to building a diverse, inclusive staff. We especially encourage applications from BIPOC individuals, people with disabilities, members of the LGBTQIA+ community, and people with diverse lived experiences including but not limited to houselessness, incarceration, substance use/recovery, economic instability, or food insecurity. We prioritize sustainable organizational practices that support balance, boundaries, and rest for all of our team members.

About Urbanity Dance

Urbanity Dance has been empowering individuals and strengthening diverse communities through dance for ten proud years and is now poised for exciting growth into the next decade. Urbanity Dance engages people of all ages, backgrounds, and abilities – onsite and in the community – so that all may



discover and rediscover the joy of movement. Through a professional Dance Company, a welcoming and rigorous School, and strong Community partnerships, Urbanity Dance serves over 10,000 individuals throughout Greater Boston each year. Now, Urbanity is launching into the next decade of impactful art and community.

Urbanity Central

725 Harrison Ave. #100, Boston MA 02118 | 1180 Washington Ave. #100, Boston MA 02118 | 111 West Concord St. Boston MA 02118

Urbanity Dance Headquarters

617.572.3727 | urbanitydance.org | ask@urbanitydance.org

Balance at Urbanity Dance